

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, May 20, 2014 11:10 AM  
**To:** Hill, Barbara; Kahlo, Meaghan  
**Cc:** Wells, Mike  
**Subject:** RE: File Styles for the CRC  
  
**Categories:** Record Saved - Shared, Blue Category

Hi Barbara,

I believe the CRC will only accept the accordion files and possibly the 6-part files. There is a danger that loose papers will fall out of files if they are not enclosed, but I'll defer to Mike on this.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
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**From:** Hill, Barbara  
**Sent:** Monday, May 19, 2014 4:23 PM  
**To:** Kahlo, Meaghan  
**Cc:** Aoyama, Joyce  
**Subject:** File Styles for the CRC

Hello Meaghan,

This Email is a follow-up to the voice mail I just left for you. I have a question for files submitted/sent to the CRC –

Can the simple “flap” folders (open on sides) go in the CRC if they have Versatile labels on them? Or must all records be in an accordion folder (closed on sides)?

Thank you,

Barbara Hill  
SEE Grantee for OAWT  
U.S. EPA, Region 10